Guidelines: Record of negotiated additional support for TVET students with a disability

The Record of Negotiated Additional Support for Students with a Disability is customised to meet the needs of all school systems.

The completion of this form should involve the relevant special education/disabilities personnel from the DET Region, the diocese, the school representative for Catholic Congregational and AIS schools and the TAFE NSW Institute. A separate form is required for each TVET course for which a student applies for placement. Use BLOCK LETTERS to complete the form.

Specific instructions to complete Appendix 3

1. **Student and course information**
   - The student and course information provided on the 2007 Record of Negotiated Additional Support for Students with a Disability, Appendix 3 is to be the same as that provided on the Student Application Form, Appendix 2. Some information in this section may need to be updated or amended following the meeting of the local committee.

2. **Level of support negotiated and recommended**
   - The TAFE Teacher/Consultant for Students with a Disability in consultation with the following Sector Representative negotiates an agreed level of additional support for the student in the TVET course.
   - **Sector**
     - DET Region
     - Diocese
     - Catholic Congregational School
     - Independent School
   - **Sector Representatives**
     - Support Teacher Transition or Disability Consultant
     - Diocesan Contact Officer/Transition Officer
     - School Special Needs Contact Officer
     - School Contact Officer

3. **Officers involved in the negotiation of level of support**
   - The TAFE Teacher/Consultant for Students with a Disability indicates whether they recommend this level of support and sign to that effect (there is some limited room for comment).
   - The Sector Representative indicates whether they recommend this level of support and sign to that effect (there is some limited room for comment).

4. **Funding Approval**
   - The endorsement of this level of support and confirmation that funds are available for the additional support for this student is signed off by the following Sector Representatives:
   - **Sector**
     - DET Region
     - Diocese
     - Catholic Congregational School
     - Independent School
   - **Sector Representatives**
     - Regional Manager
     - Diocesan VET Advisor
     - School Principal

Completed records should be forwarded to the relevant TAFE Institute Consultant – TVET.
Record of negotiated additional support for TVET students with a disability

1 Student and course information

Family name: ____________________________  Given name: ____________________________
Date of birth: ____________________________  BOS student number: ____________________________
School: ____________________________
BOS course name: ____________________________  TVET Offer Code: ____________________________
Type of placement: ____________________________  Discrete class ☐  Integrated ☐
TAFE College/Campus: ____________________________
TAFE NSW Institute: ____________________________  Disability code: ____________________________
Primary disability: ____________________________
Other disability: ____________________________

2 Level of support negotiated and recommended

<table>
<thead>
<tr>
<th>In-class support</th>
<th>No. hours</th>
<th>Rate/hr</th>
<th>Negotiated level of support</th>
<th>Funding approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability Assistant (Personal/Mobility)</td>
<td></td>
<td>$27.50</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Disability Assistant (Note taker/Reader/Writer)</td>
<td></td>
<td>$35.62</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Sign Language Interpreter</td>
<td></td>
<td>$53.25</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Tutorial support in VET class time</td>
<td></td>
<td>$81.40</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Teachers Aide (Special) from home school</td>
<td></td>
<td>Specify</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Work Placement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work placement negotiation</td>
<td></td>
<td>$81.40</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>TAFE Disability Assistant</td>
<td></td>
<td>Specify</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Teachers Aide (Special) from home school</td>
<td></td>
<td>Specify</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total cost</td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

3 Officers involved in the negotiation of level of support

**TAFE Teacher/Consultant for Students with Disabilities:** I recommend this level of support ☐ Yes ☐ No ☐

Comment: .................................................................................................................................................................................................
Name: .................................................................  Signature:.................................................................
(Please print)  Date: .................................................................

**DET Regional Representative or Diocesan Representative or School Representative (Congregational & Independent):**
I recommend this level of support ☐ Yes ☐ No ☐

Comment: .................................................................................................................................................................................................
Name: .................................................................  Signature:.................................................................
(Please print)  Date: .................................................................

4 Funding approval

**DET Regional Representative or Diocesan VET adviser or Principal of Congregational or Independent School:** I endorse this level of support and confirm that funds are available for additional support for this student.

Name: .................................................................  Signature:.................................................................
(Please print)  Date: .................................................................